

Montpelier Public School

C. Patrons/Parents Grievance Procedure:

Any patron, who has a grievance, complaint or concern about the operation and/or disciplinary procedures of the district, may file a written statement with the superintendent. The superintendent shall cause a review of the written statement to be conducted and a written response mailed to the patron within ten working days after receipt of the written statement. A copy of the written statement and the superintendent's response shall be provided to each member of the board of education. If the patron is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement with the response and his or her reasons underlying the disagreement. The Board of Education shall consider the appeal at its next regularly scheduled board meeting.

1. Complaints about Personnel

The Board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner, which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

- 1) Investigate the complaint;
- 2) Promptly notify the employee if the complaint is to be placed in the employee's personnel file.
- 3) Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate; and
- 4) Provide a response to the complainant within fifteen (15) day of receipt of the complaint.

If either party is not satisfied with the handling of the complaint, the matter can be appealed to the superintendent for final resolution.

2. Complaints about the Superintendent

Complaints about the superintendent shall be directed to the board chairman, who shall follow the same procedure. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the board, and to maximize compliance with North Dakota law.

Conflict Resolution Policy

When a citizen of the community has a grievance toward a staff member or the school itself, they are to bring their grievance to the school superintendent. If they are not satisfied with the results from the superintendent it will go to the school board. From this procedure the patron may go to the Department of Public Instruction and discuss the situation with the State Superintendent of Public Instruction. From this step the patron can take it to the final step, which would be the U.S Secretary of Education.

Adopted 01-11-2006.